

## **Employee Self-Service**

### ***Updating Personal Information***

All employees will have access within Employee Self-Service that will allow the ability to review, add, update, and/or delete personal information, such as home/ mailing addresses, phone numbers, and emergency contacts.

### ***Important Reminders:***

- Employees of Agencies that utilize the MassHR Employee Service Center should contact the Employee Service Center with personal information related questions by calling 1-855-4HR-SPPT (1-855-447-7778) or for TTY users: (617) 248-0546.
- Employees of Agencies that do not use Employee Service Center should contact their Agency Human Resources or Payroll Department with personal information related questions.

### ***Quick Tips:***

- To learn more about JAWS Table Navigation, press Insert + F1 while in the Table.
- When navigating a Links List, you may press the HOME key to go to the top of the list, then use the link's first letter to move to a particular link and press ENTER.
- You will be able to access and return to the Personal Information Folder Link, through the Insert + F7 to access the Links List menu and the subsequent pages below.
- Press Insert + F5 to pull up the Forms List Dialogue box in order to verify and review any information you entered in any editable fields.

### ***Personal Information Folder:***

The PERSONAL INFORMATION folder page will display and allow review and updates to the following information:

- HOME AND MAILING ADDRESS LINK allows for reviews and updates to your home and mailing addresses
- PHONE NUMBERS LINK allows employees to add, update, and delete phone numbers. Also, allows employees to designate a primary phone number.
- EMERGENCY CONTACTS LINK allows employees to add, update, and delete emergency contact information. Also, allows employees to designate a primary emergency contact.

***Home and Mailing Address:***

Employees can review, add or edit a Home or Mailing Address. The Home Address is printed on an employee's pay advice and year end form W-2. The Home address is used when the annual W-2 mailings are sent out. Note: Home Address cannot be outside of the United States. Please avoid using a PO Box as the Home Address.

***Add Home or Mailing Address:***

If there is only one address present (Home OR Mailing), you have the option to add an additional address. The dropdown menu will provide an option of either Home OR Mailing, depending on which is not present.

***Add a Home Address:***

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field and type in your Password. Press Tab again to put focus on the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service menu page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter. You will arrive on the Personal Information menu page.

Step 4. Press Insert + F7 to access the Links List and press the letter H until you hear the HOME AND MAILING ADDRESS link and press ENTER. This displays the HOME AND MAILING ADDRESS PAGE. Once within HOME AND MAILING ADDRESS page, you are presented with the HOME AND MAILING ADDRESS table. You will have the option to ADD another address, which will add an additional row to the table.

Step 5. Press the letter C to quickly navigate until you hear the ADDRESS TYPE COMBO BOX and press ENTER to put focus on the Combo Box. Press ALT + Down Arrow to open the list box and Down Arrow to select the HOME ADDRESS TYPE option from the COMBO BOX menu. Press TAB to put focus on the ADD BUTTON and press ENTER. You will arrive on the Add Home Address page.

Step 6. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter A until you hear Address Line 1 and press ENTER to put focus in the Edit Field. From here, you will begin entering the Address Line 1 information. Press Tab to navigate throughout the form to additional options. The additional options for entry are the following:

- Address Line 2: Enter in your Address Line 2 (Such as an Apartment or Unit number, if applicable)
- Address Line 3: Enter in your Address Line 3 (Any other additional address information, if applicable)

- City: Enter the city in which the address is located
- State: Enter the State in which the address is located in a two-letter format.
- Postal: Enter in your zip code where address is located
- County: Enter the county in which the address is located
- Date Change Will Take Effect: Effective Date of change. Enter in the current date.
- Save Button: By pressing enter on the Save Button, you will save your address entry.
- Cancel Button: By pressing enter on the Cancel Button, you will discard your address entry.

Step 7. Please be sure to verify the information you have entered is accurate. To save the information, Press Tab to ensure that focus is on the Save Button and press Enter. You will arrive at the Home Address Confirmation page.

Step 8: Press the letter B to put focus on the OK button to confirm and press Enter to complete the transaction.

### ***Add a Mailing Address:***

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field and type in your Password. Press Tab again to put focus on the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service menu page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter. You will arrive on the Personal Information menu page.

Step 4. Press Insert + F7 to access the Links List and press the letter H until you hear the HOME AND MAILING ADDRESS link and press ENTER. This displays the HOME AND MAILING ADDRESS PAGE. Once within HOME AND MAILING ADDRESS page, you are presented with the HOME AND MAILING ADDRESS table. You will have the option to ADD another address, which will add an additional row to the table.

Step 5. Press the letter C to quickly navigate until you hear the ADDRESS TYPE COMBO BOX and press ENTER. Press ALT + Down Arrow to open the list box and Down Arrow to select the HOME ADDRESS TYPE option from the COMBO BOX menu. Press TAB to put focus on the ADD BUTTON and press ENTER. You will arrive on the Add Mailing Address page.

Step 6. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter A until you hear Address Line 1 and press ENTER to put focus in the Edit Field. From here, you will begin entering the Address Line 1 information. Press Tab to navigate throughout the form to additional options. The additional options for entry are the following:

- Address Line 2: Enter in your Address Line 2 (Such as an Apartment or Unit number, if applicable)
- Address Line 3: Enter in your Address Line 3 (Any other additional address information, if applicable)
- City: Enter the city in which the address is located
- State: Enter the State in which the address is located in a two-letter format.
- Postal: Enter in your zip code where address is located
- County: Enter the county in which the address is located

- Date Change Will Take Effect: Effective Date of change. Enter in the current date.
- Save Button: By pressing enter on the Save Button, you will save your address entry.
- Cancel Button: By pressing enter on the Cancel Button, you will discard your address entry.

Step 7. Please be sure to verify the information you have entered is accurate. To save the information, Press Tab to ensure that focus is on the Save Button and press Enter. You will arrive at the Mailing Address Confirmation page.

Step 8: Press the letter B to put focus on the OK button to confirm and press Enter to complete the transaction.

### ***Edit Home or Mailing Addresses:***

If both a Home and Mailing Address are present, you will only have the ability to edit the existing addresses. You will be unable to delete an existing Home or Mailing address.

### ***Edit Home Address:***

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field and type in your Password. Press Tab again to put focus on the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter.

Step 4. Press Insert + F7 to access the Links List and press the letter H until you hear the HOME AND MAILING ADDRESS link and press ENTER. This displays the HOME AND MAILING ADDRESS PAGE. Once within HOME AND MAILING ADDRESS page, you are presented with the HOME AND MAILING ADDRESS table and you will have the option to EDIT your Home address.

Step 5: Press the letter B to quickly navigate until you hear the HOME EDIT ROW button and press ENTER. You will arrive on the Edit Home Address page.

Step 6. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter A until you hear Address Line 1 and press ENTER to put focus in the Edit Field. From here, you will begin entering the Address Line 1 information. Press Tab to navigate throughout the form to additional options. The additional options for entry are the following:

- Address Line 2: Enter in your Address Line 2 (Such as an Apartment or Unit number, if applicable)
- Address Line 3: Enter in your Address Line 3 (Any other additional address information, if applicable)
- City: Enter the city in which the address is located
- State: Enter the State in which the address is located in a two-letter format.
- Postal: Enter in your zip code where address is located
- County: Enter the county in which the address is located
- Date Change Will Take Effect: Effective Date of change. Enter in the current date.

- Save Button: By pressing enter on the Save Button, you will save your address update.
- Cancel Button: By pressing enter on the Cancel Button, you will discard your address update.

Step 7. Please be sure to verify the information you have entered is accurate. To save the information, Press Tab to ensure that focus is on the Save Button and press Enter. You will arrive at the Home Address Confirmation page.

Step 8: Press the letter B to put focus on the OK button to confirm and press Enter to complete the transaction.

### ***Edit Mailing Address:***

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field and type in your Password. Press Tab again to put focus on the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter.

Step 4. Press Insert + F7 to access the Links List and press the letter H until you hear the HOME AND MAILING ADDRESS link and press ENTER. This displays the HOME AND MAILING ADDRESS PAGE. Once within HOME AND MAILING ADDRESS page,



you are presented with the HOME AND MAILING ADDRESS table and you will have the option to EDIT your Mailing address.

Step 5. Press the letter B to quickly navigate until you hear the MAILING EDIT ROW button and press ENTER. You will arrive on the Edit Mailing Address page.

Step 6. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter A until you hear Address Line 1 and press ENTER to put focus in the Edit Field. From here, you will begin entering the Address Line 1 information. Press Tab to navigate throughout the form to additional options. The additional options for entry are the following:

- Address Line 2: Enter in your Address Line 2 (Such as an Apartment or Unit number, if applicable)
- Address Line 3: Enter in your Address Line 3 (Any other additional address information, if applicable)
- City: Enter the city in which the address is located
- State: Enter the State in which the address is located in a two-letter format.
- Postal: Enter in your zip code where address is located
- County: Enter the county in which the address is located
- Date Change Will Take Effect: Effective Date of change. Enter in the current date.
- Save Button: By pressing enter on the Save Button, you will save your address update.
- Cancel Button: By pressing enter on the Cancel Button, you will discard your address update.

Step 7. Please be sure to verify the information you have entered is accurate. To save the information, Press Tab to ensure that focus is on the Save Button and press Enter. You will arrive at the Mailing Address Confirmation page.

Step 8: Press the letter B to put focus on the OK button to confirm and press Enter to complete the transaction.

***Phone Numbers:***

Employees can review, add, edit, and delete phone numbers. Employees can designate a primary phone number.

***Add Phone Number:***

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field and type in your Password. Press Tab again to put focus on the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information menu page and press Enter.

Step 4. Press Insert + F7 to access the Links List and press the letter P until you hear the PHONE NUMBERS link and press Enter. You will arrive at the Phone Numbers Page. Once within PHONE NUMBERS page, you are presented with a table of existing phone numbers. You will have the option to ADD a new phone number.

Step 5. Press Insert + F5 to pull up the Forms List Dialogue box and press A until you hear the ADD A PHONE NUMBER button and press Enter to put focus on the option and press ENTER again to activate.

Step 6. A new row will be added, allowing you to select your Phone Type from a COMBO BOX menu. Press C to quickly navigate until you hear the Phone Type Required Combo Box and press ENTER. Press ALT + Down Arrow to open the Phone Type List Box Options. Up and Down Arrow to hear all options. The phone type options are as follows: Business, Campus, Dormitory, Fax, Home, Main, Mobile, Other, Pager 1, Pager 2, Telex, and Work. Note: You can only have one Phone Type of each of the available options. Example: You may not have two phone numbers with Business listed twice as the Phone Type. Press Enter to select the Phone Type that you wish to add from the COMBO BOX.

Step 7. Press TAB to place the cursor in the TELEPHONE REQUIRED Box. Enter the desired information into the field. Enter a valid value, example: 123-456-7890.

Step 8. Press TAB to place the cursor in the Extension box in order to enter an extension if applicable.

Step 9. Press TAB to place the cursor in the PREFERRED check box. If the phone number is the preferred method of contact, check the PREFERRED check box by pressing the Spacebar. Note: You can only have one preferred phone number. Please be sure to verify the information you have entered is accurate.

Step 10. To save you Phone Number, press Insert + F5 to pull up the Forms List Dialogue box. Press the letter S until you hear the SAVE Button. Press Enter to place focus on the button and press ENTER again to activate in order to save your entry. You will arrive at the Phone Numbers Save confirmation Page.

Step 11. Press the letter B to put focus on the OK button to confirm and press Enter to complete the transaction.

***Edit Phone Number:***

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field. Press Tab again to put focus the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter.

Step 4. Press Insert + F7 to access the Links List and press the letter P until you hear the PHONE NUMBERS link and press Enter. You will arrive at the Phone Numbers Page. Once within PHONE NUMBERS page, you are presented with a table of existing phone numbers. You will have the option to EDIT an existing phone number.

Step 5. Press Insert + F5 to pull up the Forms List Dialogue box and press the letter T until you hear the TELEPHONE REQUIRED ROW edit with the phone number you wish to edit. Press ENTER to put focus on the option. Delete and re-enter the desired information into the field by overwriting the existing value. Enter a valid value, example: 123-456-7890.

Step 6. Press TAB to place the cursor in the Extension box in order to update an extension if applicable. Delete and re-enter the desired information into the field by overwriting the existing value.

Step 7. Press TAB to place the cursor in the PREFERRED check box. If the phone number is now the preferred method of contact, check the PREFERRED check box by pressing the Spacebar. If the phone number is no longer the preferred method of contact, uncheck the PREFERRED check box by pressing the Spacebar. Note: You can only have one preferred phone number.

Please be sure to verify the information you have entered is accurate.

Step 8. To save your Phone Number, press Insert + F5 to pull up the Forms List Dialogue box. Press the letter S until you hear the SAVE Button. Press Enter to place focus on the button and press ENTER again to activate in order to save your entry. You will arrive at the Phone Numbers Save confirmation Page.

Step 9. Press the letter B to put focus on the OK button to confirm and press Enter to complete the transaction.

### ***Delete Phone Number:***

Please Note: Before Deleting a Phone Number, if the phone number that you are deleting is listed as PREFERRED, you must select a new preferred number by checking the PREFERRED check box of another phone number. You will be unable to delete a preferred phone number. Once a new PREFERRED phone number is selected, the previous preferred phone number will then become unchecked, allowing for deletion.

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place

your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field. Press Tab again to put focus the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter.

Step 4. Press Insert + F7 to access the Links List and press the letter P until you hear the PHONE NUMBERS link and press Enter. You will arrive at the Phone Numbers Page. Once within PHONE NUMBERS page, you are presented with a table of existing phone numbers. You will have the option to DELETE an existing phone number.

Step 5. Press the letter B to quickly navigate until you hear the DELETE button with the correlating PHONE TYPE, like Home or Business for example that you wish to delete and press ENTER.

Step 6. Press the letter B to quickly navigate until you hear the YES-DELETE button in order to confirm the delete request and press ENTER. If you select YES, you will return to the Phone Numbers page with the phone number being deleted.

Step 7. Press the letter B again to quickly navigate until you hear the NO-DO NOT DELETE button to cancel the delete request and press ENTER. If you select NO, you will return to the Phone Numbers page with no phone number being deleted.

Step 8. Press the letter B to quickly navigate until you hear the Save button once you have completed deleting a phone number and press ENTER. You will arrive at the Phone Number Save Confirmation Page.

Step 9. Press the letter B to quickly navigate to the OK button to confirm and press Enter to complete the transaction.

### ***Emergency Contacts***

Employees can add, review, edit, and delete emergency contact information.

Employees can also designate a primary emergency contact.

### ***Add an Emergency Contact: Same Address and Telephone as the Employee***

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field. Press Tab again to put focus the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter.

Step 4. Press Insert + F7 to access the Links List and press the letter E until you hear the EMERGENCY CONTACTS link and press Enter. You will arrive at the EMERGENCY CONTACTS page. Once within EMERGENCY CONTACTS page, you

are presented with a table of existing contacts. You will have the option to add a new emergency contact.

Step 5. Press the letter B to quickly navigate until you hear the ADD AN EMERGENCY CONTACT Button and press ENTER. You will arrive at the Emergency Contact Detail Edit page.

Step 6. Press Insert + F5 to pull up the Forms List Dialogue box and press C to select the CONTACT NAME EDIT BOX and press Enter. Enter the desired information into the EDIT BOX REQUIRED CONTACT NAME field. Enter a valid value. Example: John Doe.

Step 7. Press Tab to place your cursor into the RELATIONSHIP TO EMPLOYEE COMBO BOX menu. Press ALT + Down Arrow to open the RELATIONSHIP TO EMPLOYEE List Box Options. Up and Down Arrow to hear all options. The relationship options are as follows: Adult Child, Child, Domestic Partner Adult, Domestic Partner Child, Employee, Estate, Ex-Domestic Partner, Ex-Spouse, Foster Child, Friend, Grand Parent, Grandchild, In-Law, Neighbor, Other, Other Child, Other Relative, Parent, Parent In-Law, Recognized Child, Roommate, Self, Sibling, Spouse, Step Parent, and Stepchild. Once you hear the Relationship to Employee that you wish to add, press Tab.

Step 8. Your focus is now placed on the ADDRESS AND TELEPHONE **Contact has the same address as the employee** checkbox. Press the Spacebar to check the Check box. This will cause the page to update and then proceed with pressing Tab.

Step 9. Your focus is then placed on the ADDRESS AND TELEPHONE **Contact has the same telephone number** as the employee checkbox. Press the Spacebar to check the Check box. This will cause the page to update and then proceed with pressing Tab.



Step 10. Your focus is then placed on the ADDRESS AND TELEPHONE ADDRESS TYPE COMBO BOX. Proceed with ALT + Down Arrow to open the COMBO BOX. Select from the COMBO BOX menu the address type that is the same as the employee. Press Enter and this will cause the page to update and then proceed with pressing Tab. Note: The selection cannot be left blank.

Step 11. Your focus is then placed on the ADDRESS AND TELEPHONE TELEPHONE TYPE COMBO BOX. Proceed with ALT + Down Arrow to open the COMBO BOX. Select from the COMBO BOX menu the telephone type that is the same as the employee and press ESC. This will cause the page to update. Note: The selection cannot be left blank.

Please Note: If the emergency contact has additional phone numbers, proceed to Step 12. If there are no additional phone numbers to add, proceed to Step 15.

Step 12. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter A until you hear the ADD A PHONE NUMBER button and press ENTER to put focus on the button and press ENTER again to activate. A new row will be added, allowing you to select your Phone Type from a COMBO BOX menu.

Step 13. Press the letter C to quickly navigate until you hear the Phone Type Required Combo Box and press ENTER. Press ALT + Down Arrow to open the Phone Type List Box Options. Up and Down Arrow to hear all options. The phone type options are as follows: Business, Campus, Dormitory, Fax, Home, Main, Mobile, Other, Pager 1, Pager 2, Telex, and Work. Select the Phone Type that you wish to add from the Phone Type COMBO BOX and press Tab.

Step 14. While in the PHONE NUMBER Box, enter the desired information into the field. Enter a valid value, example: 123-456-7890.

Please note: If you need to add additional Phone Numbers, repeat Steps 12 through 14. This will add a new row below the existing Additional Phone Numbers. Ensure that you navigate to the blank Phone Type Combo Box. Please be sure to verify the information you have entered is accurate.

Step 15. To save the Emergency contact information, press Insert + F5 to pull up the Forms List Dialogue box. Press the letter S until you hear the SAVE Button. Press Enter to place focus on the button and press ENTER again to activate in order to save your entry. You will arrive at the Emergency Contacts Save confirmation Page.

Step 16. Press the letter B to put focus on the OK button to confirm and press Enter to complete the transaction.

### ***Add Emergency Contact: Different Address and Telephone as the Employee***

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field. Press Tab again to put focus the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter.

Step 4. Press Insert + F7 to access the Links List and press the letter E until you hear the EMERGENCY CONTACTS link and press Enter. You will arrive at the EMERGENCY CONTACTS page. Once within EMERGENCY CONTACTS page, you are presented with a table of existing contacts. You will have the option to add a new emergency contact.

Step 5. Press the letter B to quickly navigate until you hear the ADD AN EMERGENCY CONTACT Button and press ENTER. You will arrive at the Emergency Contact Detail Edit page.

Step 6. Press Insert + F5 to pull up the Forms List Dialogue box and press C to select the CONTACT NAME EDIT BOX and press Enter. Enter the desired information into the EDIT BOX REQUIRED CONTACT NAME field. Enter a valid value. Example: John Doe.

Step 7. Press Tab to place your cursor into the RELATIONSHIP TO EMPLOYEE COMBO BOX menu. Press ALT + Down Arrow to open the RELATIONSHIP TO EMPLOYEE List Box Options. Up and Down Arrow to hear all options. The relationship options are as follows: Adult Child, Child, Domestic Partner Adult, Domestic Partner Child, Employee, Estate, Ex-Domestic Partner, Ex-Spouse, Foster Child, Friend, Grand Parent, Grandchild, In-Law, Neighbor, Other, Other Child, Other Relative, Parent, Parent In-Law, Recognized Child, Roommate, Self, Sibling, Spouse, Step Parent, and Stepchild. Once you hear the Relationship to Employee that you wish to add, press ENTER.

NOTE: If the Emergency Contact resides in the United States, skip Step 8 and proceed to Step 9.

Step 8. Press Insert + F7 to access the Links List and press the letter C until you hear the CHANGE COUNTRY link and press ENTER. A Look Up Country Page Displays.

Press Insert + F7 to access the Links List in order to Up Arrow and Down Arrow to search through the countries available. Press ENTER on the desired country.

Step 9: Press Insert + F7 to access the Links List and press the letter E until you hear the EDIT ADDRESS Link and press ENTER. This displays the EDIT Address Page.

Step 10. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter A until you hear Address Line 1 and press ENTER to put focus in the Edit Field. From here you will begin entering the Address Line 1 information. Press Tab to navigate throughout the form to additional options. The additional options for entry are the following:

- Address Line 2: Enter in the Address Line 2 (Such as an Apartment or Unit number, if applicable)
- Address Line 3: Enter in the Address Line 3 (Any other additional address information, if applicable)
- City: Enter the city in which the address is located
- State: Enter the State in which the address is located in a two-letter format.
- Postal: Enter in your zip code where address is located
- County: Enter the county in which the address is located
- Ok Link: By pressing enter on the Ok Link, you will save the address entry.
- Cancel Link: By pressing enter on the Cancel Link, you will discard the address entry.

Step 11. Please be sure to verify the information you have entered is accurate. To save the information, ensure that focus is on the OK Link and press Enter. You will return to the Emergency Contact Detail Edit page.

Step 12. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter C until you hear the CONTACT TELEPHONE EDIT box field and press ENTER. Type in the desired information into the field. Enter a valid value, example 123-456-7890.

Please Note: If the emergency contact has additional phone numbers, proceed to Step 13. If there are no additional phone numbers to add, proceed to Step 16.

Step 13. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter A until you hear the ADD A PHONE NUMBER button and press ENTER to put focus on the button and press ENTER again to activate. A new row will be added, allowing you to select your Phone Type from a COMBO BOX menu.

Step 14. Press the letter C to quickly navigate until you hear the Phone Type Required Combo Box and press ENTER. Press ALT + Down Arrow to open the Phone Type List Box Options. Up and Down Arrow to hear all options. The phone type options are as follows: Business, Campus, Dormitory, Fax, Home, Main, Mobile, Other, Pager 1, Pager 2, Telex, and Work. Select the Phone Type that you wish to add from the Phone Type COMBO BOX and press Tab.

Step 15. While in the PHONE NUMBER Box, enter the desired information into the field. Enter a valid value, example: 123-456-7890.

Please note: If you need to add additional Phone Numbers, repeat Steps 13 through 15. This will add a new row below the existing Additional Phone Numbers. Ensure that you navigate to the blank Phone Type Combo Box. Please be sure to verify the information you have entered is accurate.

Step 16. To save the Emergency contact information, press Insert + F5 to pull up the Forms List Dialogue box. Press the letter S until you hear the SAVE Button. Press Enter to place focus on the button and press ENTER again to activate in order to save your entry. You will arrive at the Emergency Contacts Save confirmation Page.

Step 17. Press the letter B to put focus on the OK button to confirm and press Enter to complete the transaction.

***Add an Emergency Contact: Same Address but different Telephone as the Employee***

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field. Press Tab again to put focus the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter.

Step 4. Press Insert + F7 to access the Links List and press the letter E until you hear the EMERGENCY CONTACTS link and press Enter. You will arrive at the EMERGENCY CONTACTS page. Once within EMERGENCY CONTACTS page, you are presented with a table of existing contacts. You will have the option to add a new emergency contact.

Step 5. Press the letter B to quickly navigate until you hear the ADD AN EMERGENCY CONTACT Button and press ENTER. You will arrive at the to the Emergency Contact Detail Edit page.

Step 6. Press Insert + F5 to pull up the Forms List Dialogue box and press C to select the CONTACT NAME EDIT BOX and press Enter. Enter the desired information into the EDIT BOX REQUIRED CONTACT NAME field. Enter a valid value. Example: John Doe.

Step 7. Press Tab to place your cursor into the RELATIONSHIP TO EMPLOYEE COMBO BOX menu. Press ALT + Down Arrow to open the RELATIONSHIP TO EMPLOYEE List Box Options. Up and Down Arrow to hear all options. The relationship options are as follows: Adult Child, Child, Domestic Partner Adult, Domestic Partner Child, Employee, Estate, Ex-Domestic Partner, Ex-Spouse, Foster Child, Friend, Grand Parent, Grandchild, In-Law, Neighbor, Other, Other Child, Other Relative, Parent, Parent In-Law, Recognized Child, Roommate, Self, Sibling, Spouse, Step Parent, and Stepchild. Once you hear the Relationship to Employee that you wish to add, press Tab.

Step 8. Your focus is now placed on the ADDRESS AND TELEPHONE **Contact has the same address as the employee** checkbox. Press the Spacebar to check the Check box. This will cause the page to update.

Step 9. Press the letter C to quickly navigate until you hear the ADDRESS AND TELEPHONE ADDRESS TYPE COMBO BOX. Proceed with ALT + Down Arrow to open the COMBO BOX. Select from the COMBO BOX menu the address type that is the same as the employee. Press Enter and this will cause the page to update and then proceed with pressing Tab. Note: The selection cannot be left blank.

Step 10. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter C until you hear the CONTACT TELEPHONE EDIT box field and press ENTER. Type in the desired information into the field. Enter a valid value, example 123-456-7890. Please Note: If the emergency contact has additional phone numbers, proceed to Step 11. If there are no additional phone numbers to add, proceed to Step 14.

Step 11. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter A until you hear the ADD A PHONE NUMBER button and press ENTER to put focus on the button and press ENTER again to activate. A new row will be added, allowing you to select your Phone Type from a COMBO BOX menu.

Step 12. Press the letter C to quickly navigate until you hear the Phone Type Required Combo Box and press ENTER. Press ALT + Down Arrow to open the Phone Type List Box Options. Up and Down Arrow to hear all options. The phone type options are as follows: Business, Campus, Dormitory, Fax, Home, Main, Mobile, Other, Pager 1, Pager 2, Telex, and Work. Select the Phone Type that you wish to add from the Phone Type COMBO BOX and press Tab.

Step 13. While in the PHONE NUMBER Box, enter the desired information into the field. Enter a valid value, example: 123-456-7890.

Please note: If you need to add additional Phone Numbers, repeat Steps 11 through 13. This will add a new row below the existing Additional Phone Numbers. Ensure that you navigate to the blank Phone Type Combo Box. Please be sure to verify the information you have entered is accurate.

Step 14. To save the Emergency contact information, press Insert + F5 to pull up the Forms List Dialogue box. Press the letter S until you hear the SAVE Button. Press Enter to place focus on the button and press ENTER again to activate in order to save your entry. You will arrive at the Emergency Contacts Save confirmation Page.

Step 15. Press the letter B to put focus on the OK button to confirm and press Enter to complete the transaction.

***Review an Emergency Contact:***



Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field. Press Tab again to put focus the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter.

Step 4. Press Insert + F7 to access the Links List and press the letter E until you hear the EMERGENCY CONTACTS link and press Enter. You will arrive at the EMERGENCY CONTACTS page. Once within EMERGENCY CONTACTS page, you are presented with a table of existing contacts. You will have the option to review an existing emergency contact.

Step 5: Press Insert + F7 to access the Link List and select the contact NAME LINK you wish to review by using the first letter of the contact's first name to find them and press ENTER. You will arrive at the Emergency Contact VIEW Detail page. On the Emergency Contact VIEW Detail page, you will be able to review the Contact Name, Relationship to the Employee, Address, and Telephone numbers of the emergency contact selected by using the Up Arrow and Down Arrow.

Step 6. To go back to the Emergency Contacts page, press Insert + F7 to access the Links List and press R until you hear the RETURN TO EMERGENCY CONTACTS link and press ENTER.

***Edit an Emergency Contact: Update to the same Address and Telephone as the Employee***

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field. Press Tab again to put focus the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter.

Step 4. Press Insert + F7 to access the Links List and press the letter E until you hear the EMERGENCY CONTACTS link and press Enter. You will arrive at the EMERGENCY CONTACTS page. Once within EMERGENCY CONTACTS page, you are presented with a table of existing contacts. You will have the option to edit an existing emergency contact.

Step 5. Press the letter B to quickly navigate until you hear the EDIT button with the correlating RELATIONSHIP TYPE, like Parent or Spouse for example, listed of the emergency contact you wish to edit and press ENTER. You will arrive at the to the Emergency Contact Detail Edit page.

Step 6. If you need to make changes to the Contact Name, press Insert + F5 to pull up the Forms List Dialogue box and press C to select the CONTACT NAME EDIT BOX and

press Enter. Enter the desired information into the EDIT BOX REQUIRED CONTACT NAME field. Enter a valid value. Example: John Doe.

Step 7. If you need to make changes to the Relationship To Employee, press Tab to place your cursor into the RELATIONSHIP TO EMPLOYEE COMBO BOX menu. Press ALT + Down Arrow to open the RELATIONSHIP TO EMPLOYEE List Box Options. Up and Down Arrow to hear all options. The relationship options are as follows: Adult Child, Child, Domestic Partner Adult, Domestic Partner Child, Employee, Estate, Ex-Domestic Partner, Ex-Spouse, Foster Child, Friend, Grand Parent, Grandchild, In-Law, Neighbor, Other, Other Child, Other Relative, Parent, Parent In-Law, Recognized Child, Roommate, Self, Sibling, Spouse, Step Parent, and Stepchild. Once you hear the Relationship to Employee that you wish to add, press Tab.

Step 8. Your focus is now placed on the ADDRESS AND TELEPHONE **Contact has the same address as the employee** checkbox. Press the Spacebar to check the Check box if the contact now has the same address as the employee. This will cause the page to update and then proceed with pressing Tab.

Step 9. Your focus is then placed on the ADDRESS AND TELEPHONE **Contact has the same telephone number** as the employee checkbox. Press the Spacebar to check the Check box if the contact now has the same telephone as the employee. This will cause the page to update and then proceed with pressing Tab.

Step 10. Your focus is then placed on the ADDRESS AND TELEPHONE ADDRESS TYPE COMBO BOX. Proceed with ALT + Down Arrow to open the COMBO BOX. Select from the COMBO BOX menu the address type that is the same as the employee. Press Enter and this will cause the page to update and then proceed with pressing Tab. Note: The selection cannot be left blank.

Step 11. Your focus is then placed on the ADDRESS AND TELEPHONE TELEPHONE TYPE COMBO BOX. Proceed with ALT + Down Arrow to open the COMBO BOX. Select from the COMBO BOX menu the telephone type that is the same as the employee and press ESC. This will cause the page to update. Note: The selection cannot be left blank.

Please Note: If the emergency contact has additional phone numbers, proceed to Step 12. If there are no additional phone numbers to add, proceed to Step 15.

Step 12. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter A until you hear the ADD A PHONE NUMBER button and press ENTER to put focus on the button and press ENTER again to activate. A new row will be added, allowing you to select your Phone Type from a COMBO BOX menu.

Step 13. Press the letter C to quickly navigate until you hear the Phone Type Required Combo Box and press ENTER. Press ALT + Down Arrow to open the Phone Type List Box Options. Up and Down Arrow to hear all options. The phone type options are as follows: Business, Campus, Dormitory, Fax, Home, Main, Mobile, Other, Pager 1, Pager 2, Telex, and Work. Select the Phone Type that you wish to add from the Phone Type COMBO BOX and press Tab.

Step 14. While in the PHONE NUMBER Box, enter the desired information into the field. Enter a valid value, example: 123-456-7890.

Please note: If you need to add additional Phone Numbers, repeat Steps 12 through 14. This will add a new row below the existing Additional Phone Numbers. Ensure that you navigate to the blank Phone Type Combo Box. Please be sure to verify the information you have entered is accurate.

Step 15. To save the Emergency contact information, press Insert + F5 to pull up the Forms List Dialogue box. Press the letter S until you hear the SAVE Button. Press Enter

to place focus on the button and press ENTER again to activate in order to save your entry. You will arrive at the Emergency Contacts Save confirmation Page.

Step 16. Press the letter B to put focus on the OK button to confirm and press Enter to complete the transaction.

***Edit an Emergency Contact: Update to a different Address and Telephone as the Employee***

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field and type in your Password. Press Tab again to put focus on the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter.

Step 4. Press Insert + F7 to access the Links List and press the letter E until you hear the EMERGENCY CONTACTS link and press Enter. You will arrive at the EMERGENCY CONTACTS page. Once within EMERGENCY CONTACTS page, you are presented with a table of existing contacts. You will have the option to edit an existing emergency contact.

Step 5. Press the letter B to quickly navigate until you hear the EDIT button with the correlating RELATIONSHIP TYPE, like Child or Spouse for example, listed of the emergency contact you wish to edit and press ENTER. You will arrive at the to the Emergency Contact Detail Edit page.

Step 6. If you need to make changes to the Contact Name, press Insert + F5 to pull up the Forms List Dialogue box and press C to select the CONTACT NAME EDIT BOX and press Enter. Enter the desired information into the EDIT BOX REQUIRED CONTACT NAME field. Enter a valid value. Example: John Doe.

Step 7. If you need to make changes to the Relationship To Employee, press Tab to place your cursor into the RELATIONSHIP TO EMPLOYEE COMBO BOX menu. Press ALT + Down Arrow to open the RELATIONSHIP TO EMPLOYEE List Box Options. Up and Down Arrow to hear all options. The relationship options are as follows: Adult Child, Child, Domestic Partner Adult, Domestic Partner Child, Employee, Estate, Ex-Domestic Partner, Ex-Spouse, Foster Child, Friend, Grand Parent, Grandchild, In-Law, Neighbor, Other, Other Child, Other Relative, Parent, Parent In-Law, Recognized Child, Roommate, Self, Sibling, Spouse, Step Parent, and Stepchild. Once you hear the Relationship to Employee that you wish to add, press Tab.

Step 8. Your focus is now placed on the ADDRESS AND TELEPHONE **Contact has the same address as the employee** checkbox. Press the Spacebar to uncheck the Check box if the contact now has a different address than the employee. This will cause the page to update and then proceed with pressing Tab.

Step 9. Your focus is then placed on the ADDRESS AND TELEPHONE **Contact has the same telephone number** as the employee checkbox. Press the Spacebar to uncheck the Check box if the contact now has a different telephone than the employee. This will cause the page to update and then proceed with pressing Tab.

NOTE: If the Emergency Contact resides in the United States, skip Step 10 and proceed to Step 11.

Step 10. Press Insert + F7 to access the Links List and press the letter C until you hear the CHANGE COUNTRY link and press ENTER. A Look Up Country Page Displays. Press Insert + F7 to access the Links List in order to Up Arrow and Down Arrow to search through the countries available. Press ENTER on the desired country.

Step 11: : Press Insert + F7 to access the Links List and press the letter E until you hear the EDIT ADDRESS Link and press ENTER. This displays the EDIT Address Page.

Step 12. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter A until you hear Address Line 1 and press ENTER to put focus in the Edit Field. From here you will begin entering the Address Line 1 information. Press Tab to navigate throughout the form to additional options. The additional options for entry are the following:

- Address Line 2: Enter in the Address Line 2 (Such as an Apartment or Unit number, if applicable)
- Address Line 3: Enter in the Address Line 3 (Any other additional address information, if applicable)
- City: Enter the city in which the address is located
- State: Enter the State in which the address is located in a two-letter format.
- Postal: Enter in your zip code where address is located
- County: Enter the county in which the address is located
- Ok Link: By pressing enter on the Ok Link, you will save the address entry.
- Cancel Link: By pressing enter on the Cancel Link, you will discard the address entry.

Step 13. Please be sure to verify the information you have entered is accurate. To save the information, ensure that focus is on the OK Link and press Enter. You will return to the Emergency Contact Detail Edit page.

Step 14. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter C until you hear the CONTACT TELEPHONE EDIT box field and press ENTER. Type in the desired information into the field. Enter a valid value, example 123-456-7890.

Please Note: If the emergency contact has additional phone numbers, proceed to Step 15. If there are no additional phone numbers to add, proceed to Step 18.

Step 15. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter A until you hear the ADD A PHONE NUMBER button and press ENTER to put focus on the button and press ENTER again to activate. A new row will be added, allowing you to select your Phone Type from a COMBO BOX menu.

Step 16. Press the letter C to quickly navigate until you hear the Phone Type Required Combo Box and press ENTER. Press ALT + Down Arrow to open the Phone Type List Box Options. Up and Down Arrow to hear all options. The phone type options are as follows: Business, Campus, Dormitory, Fax, Home, Main, Mobile, Other, Pager 1, Pager 2, Telex, and Work. Select the Phone Type that you wish to add from the Phone Type COMBO BOX and press Tab.

Step 17. While in the PHONE NUMBER Box, enter the desired information into the field. Enter a valid value, example: 123-456-7890.

Please note: If you need to add additional Phone Numbers, repeat Steps 15 through 17. This will add a new row below the existing Additional Phone Numbers. Ensure that you navigate to the blank Phone Type Combo Box. Please be sure to verify the information you have entered is accurate.



Step 18. To save the Emergency contact information, press Insert + F5 to pull up the Forms List Dialogue box. Press the letter S until you hear the SAVE Button. Press Enter to place focus on the button and press ENTER again to activate in order to save your entry. You will arrive at the Emergency Contacts Save confirmation Page.

Step 19. Press the letter B to put focus on the OK button to confirm and press Enter to complete the transaction.

***Edit an Emergency Contact: Update to same Address but different Telephone as the Employee***

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field and type in your Password. Press Tab again to put focus on the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter.

Step 4. Press Insert + F7 to access the Links List and press the letter E until you hear the EMERGENCY CONTACTS link and press Enter. You will arrive at the EMERGENCY CONTACTS page. Once within EMERGENCY CONTACTS page, you are presented with a table of existing contacts. You will have the option to edit an existing emergency contact.

Step 5. Press the letter B to quickly navigate until you hear the EDIT button with the correlating RELATIONSHIP TYPE, like Parent or Domestic Partner for example, listed of the emergency contact you wish to edit and press ENTER. You will arrive at the to the Emergency Contact Detail Edit page.

Step 6. If you need to make changes to the Contact Name, press Insert + F5 to pull up the Forms List Dialogue box and press C to select the CONTACT NAME EDIT BOX and press Enter. Enter the desired information into the EDIT BOX REQUIRED CONTACT NAME field. Enter a valid value. Example: John Doe.

Step 7. If you need to make changes to the Relationship To Employee, press Tab to place your cursor into the RELATIONSHIP TO EMPLOYEE COMBO BOX menu. Press ALT + Down Arrow to open the RELATIONSHIP TO EMPLOYEE List Box Options. Up and Down Arrow to hear all options. The relationship options are as follows: Adult Child, Child, Domestic Partner Adult, Domestic Partner Child, Employee, Estate, Ex-Domestic Partner, Ex-Spouse, Foster Child, Friend, Grand Parent, Grandchild, In-Law, Neighbor, Other, Other Child, Other Relative, Parent, Parent In-Law, Recognized Child, Roommate, Self, Sibling, Spouse, Step Parent, and Stepchild. Once you hear the Relationship to Employee that you wish to add, press Tab.

Step 8. Your focus is now placed on the ADDRESS AND TELEPHONE **Contact has the same address as the employee** checkbox. Press the Spacebar to check the Check box if the contact now has the same address as the employee. This will cause the page to update.

Step 9. Press the letter C to quickly navigate until you hear the ADDRESS AND TELEPHONE ADDRESS TYPE COMBO BOX. Proceed with ALT + Down Arrow to open the COMBO BOX. Select from the COMBO BOX menu the address type that is

the same as the employee. Press Enter and this will cause the page to update and then proceed with pressing Tab. Note: The selection cannot be left blank.

Step 10. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter C until you hear the CONTACT TELEPHONE EDIT box field and press ENTER. Type in the desired information into the field. Enter a valid value, example 123-456-7890.

Please Note: If the emergency contact has additional phone numbers, proceed to Step 11. If there are no additional phone numbers to add, proceed to Step 14.

Step 11. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter A until you hear the ADD A PHONE NUMBER button and press ENTER to put focus on the button and press ENTER again to activate. A new row will be added, allowing you to select your Phone Type from a COMBO BOX menu.

Step 12. Press the letter C to quickly navigate until you hear the Phone Type Required Combo Box and press ENTER. Press ALT + Down Arrow to open the Phone Type List Box Options. Up and Down Arrow to hear all options. The phone type options are as follows: Business, Campus, Dormitory, Fax, Home, Main, Mobile, Other, Pager 1, Pager 2, Telex, and Work. Select the Phone Type that you wish to add from the Phone Type COMBO BOX and press Tab.

Step 13. While in the PHONE NUMBER Box, enter the desired information into the field. Enter a valid value, example: 123-456-7890.

Please note: If you need to add additional Phone Numbers, repeat Steps 11 through 13. This will add a new row below the existing Additional Phone Numbers. Ensure that you navigate to the blank Phone Type Combo Box. Please be sure to verify the information you have entered is accurate.

Step 14. To save the Emergency contact information, press Insert + F5 to pull up the Forms List Dialogue box. Press the letter S until you hear the SAVE Button. Press Enter to place focus on the button and press ENTER again to activate in order to save your entry. You will arrive at the Emergency Contacts Save confirmation Page.

Step 15. Press the letter B to put focus on the OK button to confirm and press Enter to complete the transaction.

***Change the Primary Contact:***

If there is only one emergency contact, they will default to the Primary Contact. You must add another emergency contact in order to change the primary contact.

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field and type in your Password. Press Tab again to put focus on the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter.

Step 4. Press Insert + F7 to access the Links List and press the letter E until you hear the EMERGENCY CONTACTS link and press Enter. You will arrive at the EMERGENCY CONTACTS page. Once within EMERGENCY CONTACTS page, you

are presented with a table of existing contacts. You will have the option to DELETE an existing emergency contact.

Step 5: To review your current Primary Contact, Press the Down Arrow after the Emergency Contact Table End.

Step 6. Press the letter B to quickly navigate until you hear the CHANGE YOUR PRIMARY CONTACT button and press ENTER. You will arrive at the Change Primary Contact page.

Step 7. The contacts available to select are presented via a COMBO BOX menu. Press ALT + Down Arrow to open the Primary Contact Combo Box. Up Arrow and Down Arrow to hear all Emergency Contacts available.

Step 8. Press Enter to select the Emergency Contact you wish to have as a Primary Contact from the COMBO BOX.

Step 9. Press Tab to arrive at the SAVE Button. Press Enter to activate to save your entry. You will arrive at the Change Primary Contact Save Confirmation Page.

Step 10. Press the letter B to put focus on the OK button to confirm and press Enter to complete the transaction.

***Delete an Emergency Contact:***

Please Note: If the emergency contact that you are deleting is listed as the PRIMARY CONTACT, you will be unable to delete the primary contact. Once you have selected a new primary contact, you can successfully delete the previous primary contact.

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field and type in your Password. Press Tab again to put focus on the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter.

Step 4. Press Insert + F7 to access the Links List and press the letter E until you hear the EMERGENCY CONTACTS link and press Enter. You will arrive at the EMERGENCY CONTACTS page. Once within EMERGENCY CONTACTS page, you are presented with a table of existing contacts. You will have the option to DELETE an existing emergency contact.

Step 5. Press the letter B to quickly navigate until you hear the DELETE button with the correlating RELATIONSHIP TYPE, like Parent or Spouse for example, listed of the emergency contact you wish to delete and press ENTER. You will arrive at the to the Emergency Contact Delete Confirmation page.

Step 6. Press the letter B to quickly navigate until you hear the YES-DELETE button in order to confirm the delete request and press ENTER. If you select YES, you will return to the Emergency Contacts page with the contact being deleted.

Step 7. Press the letter B again to quickly navigate until you hear the NO-DO NOT DELETE button to cancel the delete request and press ENTER. If you select NO, you will return to the Emergency Contacts page without the contact being deleted.